## California Department of Veterans Affairs



Serving Veterans Since 1946

Classification: Executive Secretary I (\$2822 - \$3431)

Permanent, Full-Time

**Location:** Veterans Home of California, Chula Vista

Chula Vista, CA

Who Should

**Apply:** Current State employees within this classification or those who are eligible on a

certification list, transfers, or reinstatement. SROA PROVISIONS APPLY.

**Duties and** 

**Responsibilities:** *Under general direction from the Administrator:* 

➤ Handle a variety of public contacts by telephone and in person. Screen all inquiries of callers who wish to speak to or see the Administrator.

Compose, review and type correspondence, memos, reports generated by the Administrator.

Attend weekly, monthly, and quarterly staff meetings. Assemble agenda items. Take notes and summarize into minutes for appropriate distribution.

Maintain Administrator's appointment calendar, scheduling all meetings and appointments as appropriate. Alert Administrator of scheduled commitments and assist in compiling background materials needed for each commitment.

Maintain confidential and administrative files.

Provide technical and administrative support to Assistant Administrator and other office secretaries.

Desirable Qualifications:

Knowledge of modern office methods, supplies and equipment, including Microsoft computer programs.

Ability to read and write English at a level required for successful job performance.

Ability to utilize tack, good judgment and patience.

Ability to utilize a wide knowledge of vocabulary, grammar and spelling.

➤ Communicate effectively, follow oral and written directions.

Ability to take dictation at 110 words per minute.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

**Inquiries:** 

Department of Veterans Affairs Voice: (619) 482-6027 Veterans Home of California, Chula Vista TDD: (916) 653-1966

700 East Naples Court Chula Vista, CA 91911 **Attn: Pam Aikman** 

**Final Filing Date: Until Filled** 

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

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